

FEDERAL SUPPLY SCHEDULE INDUSTRIAL GROUP 899

## GSA ENVIRONMENTAL SERVICES CONTRACT

NO. GS-10F-0477Y



# GSA ENVIRONMENTAL SERVICES CONTRACT

## OUR COMPANY



Clover Leaf Solutions is a unique environmental consulting and technology development firm offering a wide range of technology-related services to government, commercial and industrial clients. Our core mission is to help organizations simplify and improve their processes and procedures while meeting their internal and regulatory goals. Our quality-driven staff is focused on service to the client because we believe our clients' needs are paramount. Clover Leaf was founded in 2005 and now has almost 70 professionals in offices throughout the United States.

Our core environmental services include:

### Air Quality Services

- Air Quality Permitting (including Title V and New Source Review)
- Permitting Compliance Strategies
- Air Emissions Inventories
- Education and Custom Course Development
- Greenhouse Gas Compliance

### Compliance

- Water and Wastewater
- Hazardous Waste and Hazardous Materials Management
- Environmental Management Systems
- Spill Prevention, Control, and Countermeasures
- Auditing, including EPAS and ESOHCAMP

### Conservation and Planning

- NEPA Services
- Natural Resource Planning
- Endangered and Threatened Species Surveys
- Cultural Resource Planning
- Historic and Cultural Resource Surveys
- Tribal Monitoring

### Industrial Hygiene & Safety

- 8 Certified Industrial Hygienists and 12 Industrial Hygienists
- 5 Certified Safety Professionals and 6 Safety Professionals
- Occupational Exposure Assessments
- Indoor Air Quality Assessments
- Mold-Mildew Assessments
- Asbestos, Lead, & Beryllium Management

### Technical Writing & Graphic Design

### Database Development & Management

- Customized for environmental management

### Geographical Information Systems

- Custom GIS Application Development
- Geodatabase Design, Development, and Implementation
- GPA Surveying and New Data Creation
- Compliance with Spatial Data Standards

## OUR CLIENTS

### Department of Energy (DOE)

DOE National Training Center (NTC)  
Lawrence Livermore National Laboratory  
Los Alamos National Laboratory  
Sandia National Laboratories

### Department of Defense (DoD)

US Air Force  
US Army  
US Army National Guard in 13 States  
Fort Carson

### Large Industrial & Commercial Clients

American Electric Power (AEP)  
Battelle  
Chevron  
ConocoPhillips  
DuPont  
First Energy  
Hensel Phelps Construction Company  
Magellan  
Marvel Eastern Productions

Pacific Gas and Electric (PG&E)  
San Diego Gas and Electric (SDG&E)  
Syngenta  
Tampa Electric Company  
Total  
Williams

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## CONTACT

1. a. **Awarded Special Item Number (SINs):**  
SIN 899-7/7RC Environmental Consulting Services  
SIN 899-1/1RC Geographic Information Systems (GIS) Services
- b. Unit Prices: Not applicable.
- c. Hourly rates and descriptions: See below.
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** 100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** 5600 Wyoming Blvd. NE, Albuquerque, NM 87109
6. **Discount from list prices or statement of net price:** All prices are net prices (discounts already deducted).
7. **Quantity discounts:** 1% discount, exclusive of IFF, for all single orders greater than or equal to \$500,000
8. **Prompt payment terms:** prompt payment terms of 1%, 10 days, net 30
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Specified on the Task Order
- 11c. **Overnight and 2-day delivery.** Specified on the Task Order, or contact contractor
- 11d. **Urgent Requirements:** Contact contractor for faster delivery.
12. **F.O.B Points(s):** Specified on the Task Order
- 13a. **Ordering Address(es):** 5600 Wyoming Blvd. NE Albuquerque, NM 87109
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** 5600 Wyoming Blvd. NE Albuquerque, NM 87109
15. **Warranty provision:** Standard commercial warranty.
16. **Export Packing Charges (if applicable):** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
19. **Terms and conditions of installation (if applicable):** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
21. **List of service and distribution points (if applicable):** Not Applicable
22. **List of participating dealers (if applicable):** Not Applicable
23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found:** Not applicable
25. **Data Universal Numbering System (DUNS) number:** 62-0935549
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**Contract Number:** GS-10F-0477Y

For more information on ordering from Federal Supply Schedules, go to:  
<http://www.gsa.gov/schedules-ordering>

**Contract Period:**

September 26, 2012  
to September 25, 2017

**Clover Leaf Point of Contact:**

CLOVER LEAF SOLUTIONS, INC.

Cynthia Brown

Vice President

and Contracts Director

56 Mayfair Drive

Pittsburgh, PA 15228

Office: 412.343.6898

Cell: 412.805.8216

[www.cloversolutions.us](http://www.cloversolutions.us)

[cbrown@cloversolutions.us](mailto:cbrown@cloversolutions.us)

**Business Size:**

Small Business

# GSA ENVIRONMENTAL SERVICES CONTRACT

## PRICES (HOURLY RATES)

Labor Category	Year 1 Effective 9/24/12	Year 2 Effective 9/24/12	Year 3 Effective 9/24/12	Year 4 Effective 9/24/12	Year 5 Effective 9/24/12	SIN #
Junior Scientist	\$54.86	\$ 56.18	\$ 57.52	\$ 58.91	\$ 60.32	899-1
Junior Industrial Hygienist	\$55.41	\$ 56.74	\$ 58.10	\$ 59.50	\$ 60.92	899-1
Senior Engineer	\$122.04	\$124.97	\$127.97	\$131.04	\$134.18	899-1
Staff Engineer	\$84.49	\$ 86.52	\$ 88.59	\$ 90.72	\$ 92.90	899-1
Junior Engineer	\$71.34	\$ 73.05	\$ 74.81	\$ 76.60	\$ 78.44	899-1
Senior Industrial Hygienist / Safety Specialist	\$117.36	\$120.18	\$123.06	\$126.01	\$129.04	899-1
Staff Industrial Hygienist / Safety Specialist	\$70.35	\$ 72.04	\$ 73.77	\$ 75.54	\$ 77.35	899-1
Senior IT Specialist	\$115.82	\$118.60	\$121.45	\$124.36	\$127.35	899-1, 899-7
Staff IT Specialist	\$89.77	\$ 91.92	\$ 94.13	\$ 96.39	\$ 98.70	899-1, 899-7
Junior IT Specialist	\$70.80	\$ 72.50	\$ 74.24	\$ 76.02	\$ 77.85	899-1, 899-7
Senior GIS Specialist	\$94.26	\$ 96.52	\$ 98.84	\$101.21	\$103.64	899-7
Staff GIS Specialist	\$73.31	\$ 75.07	\$ 76.87	\$ 78.72	\$ 80.61	899-7
Junior GIS Specialist	\$54.86	\$ 56.18	\$ 57.52	\$ 58.91	\$ 60.32	899-7
Senior Technical Editor	\$65.18	\$ 66.74	\$ 68.35	\$ 69.99	\$ 71.67	899-1, 899-7
Junior Technical Editor	\$43.57	\$ 44.62	\$ 45.69	\$ 46.78	\$ 47.91	899-1, 899-7
Graphic artist	\$74.35	\$ 76.13	\$ 77.96	\$ 79.83	\$ 81.75	899-1, 899-7
Senior Office Administrator	\$65.18	\$ 66.74	\$ 68.35	\$ 69.99	\$ 71.67	899-1, 899-7
Office Assistant	\$39.82	\$ 40.78	\$ 41.75	\$ 42.76	\$ 43.78	899-1, 899-7
Program Manager	\$125.94	\$128.96	\$132.06	\$135.23	\$138.47	899-1, 899-7
Project Manager	\$104.73	\$107.24	\$109.82	\$112.45	\$115.15	899-1, 899-7
Subcontract Specialist	\$72.17	\$ 73.90	\$ 75.68	\$ 77.49	\$ 79.35	899-1, 899-7
Senior Scientist	\$94.75	\$ 97.02	\$ 99.35	\$101.74	\$104.18	899-1
Staff Scientist	\$74.80	\$ 76.60	\$ 78.43	\$ 80.32	\$ 82.24	899-1

## SCA INFORMATION

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination Number
<b>Junior Technical Editor</b>	30461-Technical Writer I	2005-2361
<b>Senior Technical Editor</b>	30462-Technical Writer II	2005-2361
<b>Graphic Artist</b>	15080-Graphic Artist	2005-2361
<b>Office Assistant</b>	01020-Administrative Assistant	2005-2361

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

# GSA ENVIRONMENTAL SERVICES CONTRACT

## LABOR CATEGORIES AND QUALIFICATIONS

### Program Manager

Responsible for the overall program direction and the primary point-of-contact for customers. Has authority to re-allocate resources and approve contract changes. Ensures QA/QC processes are followed in the Program. Minimum 7 years experience in Environmental Field. Bachelors in Related Field.

### Project Manager

Responsible for implementing task orders issued under this contract and monitoring scope, schedule, and budget. Ensures QA/QC processes are followed for the project. Primary point-of-contact for an individual task order. Minimum 7 years experience in Environmental Field. Bachelors in Related Field.

### Subcontract Specialist

Responsible for all aspects of managing the daily, weekly, monthly, quarterly, and annual requirements of the subcontracts. Minimum 5 years experience. Bachelors in Related Field.

### Senior Scientist

Responsible for performing complex/non-routine technical tasks in the compliance arena. Provides high-level technical or scientific expertise. Provides supervisions and tasking to more junior staff. Minimum 7 years experience in Environmental Field. Bachelors in Related Field. Registration where required (e.g., PG).

### Staff Scientist

Perform technical tasks such as calculations, layouts, evaluation of data, preparation of portions of a design or report. Assigns work to junior staff. Minimum 3 years experience in Environmental Field. Bachelors in Related Field.

### Junior Scientist

Perform routine tasks such as preparing graphical or tabular presentations of data, simple data interpretation, preparation of supporting material, etc. under supervision. Minimum entry-level. Bachelors in Related Field.

### Senior Engineer

Manages all aspects of a major, technically complex engineering project. Provides high-level technical expertise or specialized

consulting advice. Provides supervision and tasking to more junior staff. Minimum 7 years experience in Engineering or Required discipline. Bachelors in Related Field. Professional Engineer where required.

### Staff Engineer

Provides technical expertise to moderately complex projects. Works under general supervision. Provides work direction to junior professional or technician staff. Minimum 3 years experience in Engineering or Required discipline. Bachelors in Related Field.

### Junior Engineer

Solves problems of a routine nature within clearly defined procedures. Works under close supervision. Minimum entry-level. Bachelors in Related Field.

### Senior Industrial Hygienist/Safety Specialist

Manages complex health and safety monitoring and exposure assessments. Provides high-level technical expertise or specialized consulting advice. Provides supervision and tasking to more junior staff. Minimum 7 years experience in Health and Safety or related discipline. Bachelors in Related Field. Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP).

### Staff Industrial Hygienist/Safety Specialist

Provides monitoring for moderately complex projects. May supervise junior staff. Minimum 3 years experience in Health and Safety or related discipline. Bachelors in Related Field.

### Junior Industrial Hygienist/Safety Specialist

Provides monitoring or assessments of a routine nature. Works under close supervision. Minimum entry-level. Bachelors in Related Field.

### Senior IT Specialist

Performs technical database/data integration assignments, website development, or software engineering of a complex, non-routine nature. May supervise the work of other IT Staff. Minimum 7 yrs experience in software development, database design, or related IT field. Bachelors in Related Field. Specialized courses in IT Design, Data Management, and/or programming as required.

# GSA ENVIRONMENTAL SERVICES CONTRACT

## LABOR CATEGORIES AND QUALIFICATIONS CONTINUED

### Staff IT Specialist

Performs technical assignments under the direction of management. Some assignments may be complex. Minimum 3 years experience in software development, database design, or related IT field. Bachelors in Related Field. Specialized courses in IT Design, Data Management, and/or programming as required.

### Junior IT Specialist

Performs technical assignments of a routine nature within clearly defined procedures. Works under close supervision. Minimum entry-level. Bachelors in Related Field. Specialized courses in IT Design, Data Management, and/or programming as required.

### Senior GIS Specialist

Performs complex image interpretation and acquisition, knowledge of advanced cartographic principles and GIS software. May supervise the work of other IT Staff. Minimum 7 yrs experience in GIS, or related field. Bachelors in Related Field. Specialized courses in GIS or cartography.

### Staff GIS Specialist

Performs GIS configuration and design of advanced spatial analysis tasks. Some assignments may be complex. Minimum 3 yrs experience in GIS, or related field. Bachelors in Related Field. Specialized courses in GIS or cartography.

### Junior GIS Specialist

Performs technical assignments such as data conversion and basic spatial analysis and map development within clearly defined procedures. Works under supervision. Minimum entry-level Bachelors in Related Field. Specialized courses in GIS or cartography.

### Senior Technical Editor

Directs development of complex reports and documents with expertise in conveying technical information. May supervise the work of junior staff. Minimum 5 yrs editing. Bachelors in Related Field. Specialized courses in Technical Editing as required.

### Junior Technical Editor

Provides high-level word processing and editing, knowledge of formatting, grammar. Minimum entry-level High school diploma. Specialized courses in Technical Editing as required.

### Graphic Artist

Prepares graphic design for documents, training, logos, brochures, and related items. Minimum 4 yrs experience in graphic design. High school diploma. Specialized courses in graphical design.

### Senior Office Administrator

Performs diversified and complex administrative duties, prepares reports to governmental/external agencies regarding financial matters; responsible for independently overseeing the administration of programs. Minimum 4 yrs experience. High school diploma. Additional business and/or computer courses.

### Office Assistant

Provides general clerical and administrative support to a function or operating unit. Minimum entry-level. High school diploma. None.